

1 December 1980

MEMORANDUM FOR: ALL TRANSITION STAFF MEMBERS

FROM: ED MEESE

SUBJECT: Contacts with Foreign Governments and Foreign Embassies

It is important that all contacts with representatives of foreign governments and with foreign embassies by members of the Transition Organization follow carefully the appropriate procedures and the policies established by the President-elect.

To enable all members of the Transition staff to carry out this responsibility, a Foreign Liaison Office has been established under the general direction of Richard V. Allen, Senior Advisor. Dr. William Stearman will be in charge of this office, which is located on the 9th Floor of Transition Headquarters. The telephone number is 634-4900.

This office will monitor and coordinate all contacts with foreign governments and all substantive contacts with foreign embassies. It is essential that all incoming messages and inquiries addressed to the President-elect or his senior advisors be referred to this office.

Substantive contacts with foreign governments or foreign embassies by members of the Office of the President-elect and members of our Transition staff must be coordinated with the Foreign Liaison Office.

→ Please Distribute to All Team Members.